

The Rocky Hill Town Council held its regularly scheduled meeting on Monday, October 6, 2014 in the Council Chambers of Town Hall. Mayor Henry Vassel called the meeting to order at 7:00 p.m. Those in attendance: Deputy Mayor Nadine Bell, Councilor Meg Casasanta, Councilor Guy Drapeau, Councilor Joe Kochanek, Councilor Bill MacDonald, Councilor Frank Szeps (Entered at 7:05 p.m.) and Councilor Cathy Vargas. Also present: Town Manager Guy Scaife and Finance Director John Mehr.

Those absent: Councilor Tim Moriarty.

The Pledge of Allegiance was recited.

Mayor Vassel asked for a Moment of Silence.

#### Public Comment

Mayor Vassel asked if anyone from the public wished to speak. Scott Coleman, (Business Now and PC America), 21 New Britain Avenue, R.H., introduced Eric Montero from Sign-A-Rama, 2162 Silas Deane Highway, R.H. Scott Coleman had some handouts for the Town Council. The business community welcomed Town Manager Scaife. Scott Coleman presented the Town with the first "Shop Local" banner on behalf of Business Now and Sign-A-Rama in honor of new Town Manager Scaife. These banners are available from Sign-A-Rama and he believes they are free. Businesses are welcome to put these banners up but they need a permit from the Building Department. They are going under the theme of "Help Build A Strong Rocky Hill" and "Shop The Hill".

Scott Coleman said he had been before the Planning and Zoning Commission seven years ago when they were redoing their Regulations and he asked them to redo the Signage Regulations but they still don't have new Regulations. It seems that a Townwide signage plan is in order and he thinks they are missing an opportunity by not having this throughout the Town. He then read the following that was on a handout into the record because this seems to be very important: "Many planners and community leaders in the past thought signs should be purely for identifying places of businesses, not for advertising. Only recently have communities begun to learn that there is a direct link between signs and revenue generated by the city by taxes. Thus, many communities are beginning to look at their Sign Ordinances as tools used to promote healthy community economics. They have discovered visual communication tools help build a deteriorating community, their tax base and in addition, provide an important link in a complex chain of transportation, communications and economics necessary in a mobile society". In November 2013, the Economic Development Commission had researched other Towns that had done signage plans. He referred to Page 7 on the handout which states in Ray Carpentino's (Economic Development Director) words what that Commission found. Scott Coleman doesn't believe that halfway measures will give them what they need. Three approaches have been looked at. One would be to incorporate a signage plan into the Plan of Conservation and Development. The second would be a very minimalistic signage plan and that would just include

informational and directional signs. The third would be the Economic Development Commission asking the Planning and Zoning Commission to redo the Regulations without having any type of plan. The Economic Development Commission put someone, along with Ray Carpentino, on a Task Force five months ago. Scott Coleman referred to Page 9 of the handout which states exactly what has been done to date. He doesn't know what to do as far as getting a plan because he thinks he has gone as far as he can go and he asked the Town Council if there is something that they can do. He is requesting that there be a Townwide plan that will involve every stakeholder (i.e. businesses, the RHPD, the RHFD and schools, etc.).

Scott Coleman said Councilor Casasanta had read a Resolution into the record last year for Small Business Saturday, which will be on November 29<sup>th</sup> this year and he told the Town Council that it would be nice to have a Resolution for this.

Scott Coleman proposed that they consider a legislative liaison (i.e. a small Committee of the Town Council or an individual) who can interface with their federal and State representatives so they can get feedback as to what is going on at the federal and State level.

Scott Coleman is "bummed out" that there hasn't been an IT Committee in five months because he thought the Town had an IT crisis.

Mayor Vassel asked Town Manager Scaife if he can look at the signage Townwide. Town Manager Scaife said he will but there are other bigger scale items from a Party standpoint. He values the signage idea but from a first priority, there are many projects that are "on the plate already" which are well underway and have significant day-to-day financial impact for day-to-day. He said that he will keep Scott Coleman's document and will certainly consider it at a later date.

#### Appointments/Resignations

##### A. Redevelopment Agency – Raymond Lawrence

Deputy Mayor Bell made a motion to appoint Raymond Lawrence to the Redevelopment Agency. The motion was seconded by Councilor Casasanta and adopted unanimously by those present.

The Minority Party didn't have any appointments or resignations.

#### Approval of Minutes

##### A. Council Meeting – September 15, 2014

Deputy Mayor Bell moved to approve the minutes of September 15, 2014. The motion was seconded by Councilor Casasanta and adopted unanimously by those present.

B. Special Meeting – September 17, 2014

Deputy Mayor Bell moved to approve the minutes of September 17, 2014. The motion was seconded by Councilor Casasanta and adopted unanimously by those present.

C. Special Meeting – September 29, 2014

Deputy Mayor Bell moved to approve the minutes of September 29, 2014. The motion was seconded by Councilor Casasanta and adopted unanimously by those present.

Subcommittee Reports

A. Finance

Councilor Vargas said she had no report for the Finance Committee. Their next meeting will be held on October 15, 2014.

B. Public Safety

Deputy Mayor Bell said she had no report for the Public Safety Committee. Their next meeting will be held on October 20, 2014 at 6:00 p.m.

C. Government Operations Committee

Deputy Mayor Bell said the Government Operations Committee had met prior to this evening's meeting and the bulk of what had been discussed at that meeting will be discussed on this evening's agenda so she would wait until then.

D. Economic Development

Councilor Casasanta said there is only one action that is mandated by Ordinance for the Economic Development Subcommittee. This is the review and referral of Tax Abatement requests so she believes that the Subcommittee will only need to meet as is necessary to review these requests or as is needed or requested by other Commissions or Boards. She asked Finance Director Mehr that he direct this Subcommittee to meet as needed for Tax Abatement issues.

Councilor Casasanta said the property for the Town Center West development has been cleared.

Councilor Casasanta said that Ray Carpentino said a closing on the Ames' property is being expected for today.

Planimetrics is getting up-to-date on the Plan of Conservation and Development. Councilor Casasanta encouraged members of the public to attend those meetings because their input will be quite valuable in that.

A STEAP (Small Town Economic Assistance Program) Grant in the amount of \$422,000 was received for the Silas Deane Highway Streetscape.

E. Land Acquisition & Farmland Preservation

Councilor Szeps said there might be a meeting of the Open Space Land Acquisition & Farmland Preservation Subcommittee on October 20, 2014.

F. Senior Affairs Committee

Councilor Vargas said the Senior Affairs Committee will be meeting on October 20, 2014 and they will be discussing the results of the senior survey.

G. IT Committee

Councilor Drapeau mentioned how Town Manager Scaife has decades of experience running local government operations. Town Manager Scaife's particular area of expertise is in IT and systems. He will have the authority after this evening's meeting to search for an IT Director and to hire one. The Town Council has already funded this IT function. Councilor Drapeau said he would like to make a motion to dissolve the IT Committee effective immediately. Mayor Vasel said a motion isn't needed for that.

Consent Agenda

Deputy Mayor Bell made a motion to approve the Consent Agenda. The motion was seconded by Councilor Casasanta and adopted unanimously by those present.

A. Approval - Working Notes – May 19, 2014

Old Business

A. Authorization to Sign – State of CT Ferry Park Restroom Project

Mayor Vasel said he had several phone conversations with State Representative Tony Guerrero about this project and his concerns about the contract that had been given to them. State Representative Guerrero was very helpful in lining up a meeting between himself and the Department of Transportation (DOT) Commissioner. Mayor Vasel said he also invited Town Manager Scaife to this so that he could hear his concerns. The Commissioner agreed that the contract needed to be clarified. Mayor Vasel believes that they have found a way to help have this clarified and moved along. This is in the form of an e-mail that spells out what the concerns are and with the Commissioner agreeing to these.

Town Manager Scaife said the original contract had been a boilerplate one and the language was confusing. The office structure and the restrooms were being treated as one so that implied that the Town had maintenance responsibilities. That issue was resolved before their last meeting. He believes that the only outstanding issue is clarification as to what "maintenance" means. He had interaction with a couple of Staff members after the meeting with the Commissioner. The DOT Chief Engineer has provided a letter to Rocky Hill to reference this State project by number and a definition as to what this project is about. This clarifies what the Town is responsible for.

He told the Town Council that they each had a copy of this letter and this letter will be attached to the contract. He feels that they should all feel that they have a very positive and final resolution to this. He asked them to approve allowing the Staff to proceed.

Charlie Wisnioski, 660 Old Main Street and 670 Old Main Street, R.H., commended and complimented everyone who has been involved if this is resolved. He is concerned though about the funds which were designated for the building for the Ferry Captain and which were very large in number for a structure of this size. He asked if this is State money and he asked who is building this building (restroom). Town Manager Scaife said the Town's expenses will be for ongoing maintenance. Charlie Wisnioski is sure that they have very adequate people to take care of the maintenance. The area where this restroom building will be put is in a National Register Historic District and this is the only such location which is intersected by a river that includes this Town and Glastonbury. He asked that the design that will be developed and created reflects the heritage of the oldest and continuously operated ferry in the U.S. and all of the history that goes with the location, as well as the National Register District.

Town Manager Scaife said he can appreciate the historical value. This will be a State designed and built building on State property and this will be turned over to the Town for ongoing maintenance. The State has rigid specifications for this type of structure that will be built in a flood prone area versus something that wouldn't normally stand high water.

Charlie Wisnioski said there is a constant battle in this State and in parts of the U.S. with regards to wanting to put in precast concrete in place of iron or wood (i.e. for bridges). He is hoping that the aesthetic needs are recognized at Ferry Park. He told Town Manager Scaife that he should somehow want that building to be as attractive as the Town Hall.

Councilor Kochanek agrees with Charlie Wisnioski. Councilor Kochanek said Rocky Hill has a culture that is trying to be preserved for future generations. Ferry Park is one of the important things for people who live in Rocky Hill. He agrees that Town Manager Scaife should approach the State at least to convey his, as well as Charlie Wisnioski's concerns about something being designed that is something other than a concrete block that has a hole. This is something that shouldn't be out of character for that part of Town.

Councilor MacDonald thinks it is paramount that Town Manager Scaife reach out and he would also like to see each of the Town Council members sign a letter to the State that will go along with Town Manager Scaife's conversation that echoes the concerns about this building being built in harmony with the historic nature there. Councilor MacDonald said he would be happy to put his name and signature on a letter like that.

Councilor Drapeau said this location is a seasonal one that is along a floodplain. It is very kind for the State to build a permanent structure but he still doesn't agree with this project and he won't support it now or in the future. There is a liability issue and this building will still require maintenance, supervision and surveillance when it is closed for the winter. He doesn't see any reason to expand on the Port-O-Lets.

Deputy Mayor Bell thanked Mayor Vasel and Town Manager Scaife for working to resolve the issues that had been discussed at their last Town Council meeting. Deputy Mayor Bell is satisfied that this will be the right thing for the Town. She thinks they can strongly recommend what type of building this will be even though she understands that the Town can't dictate that.

Councilor Szeps said whether they support this or not that this restroom will be a big improvement over the structures they are already accustomed to seeing there. This facility will look a lot better than the Porta-Potties that are there now and he told everyone not to forget the function of this item. The first thing people will be looking at when they need to use this facility won't be what it looks like but it will be what the availability of it is.

Councilor Vargas thinks they already have an in with the State seeing that Mayor Vasel and Town Manager Scaife have already made connections with the State. She agrees with the Councilors about having a letter that will voice their opinion and concern about this being with the motif of that area.

Mayor Vasel thanked State Representative Guerrera for helping him and he is sure that State Senator Paul Doyle worked on this too. Mayor Vasel told the Councilors that he agrees with them about how there are different ways to making concrete look (i.e. by painting it, etc.). He has no problem with having a letter written. He and Town Manager Scaife can reach out to see what they can do. Mayor Vasel said their deadline has passed. He had conveyed this to the Commissioner who said that is no problem and he said they could work on that at their meeting this evening. If there is a motion to approve this, Mayor Vasel suggested that it also includes the letter, dated October 6, 2014, that Town Manager Scaife has in the Town Council's packet as part of the contract for the restrooms.

Councilor Kochanek made a motion to authorize the Town Manager to Sign the State of Connecticut Ferry Park Restroom Project. The motion was seconded by Councilor MacDonald and adopted by those present with Councilors Drapeau and Szeps voting Nay.

“Authorization – Rocky Hill Ferry Public Restroom Maintenance Agreement”

BE IT RESOLVED that the Rocky Hill Town Council authorizes John Mehr, Acting Town Manager, or Guy Scaife, as Town Manager, to sign on behalf of the Town the Encroachment Agreement between the State of Connecticut, Department of Transportation and the Town of Rocky Hill as it relates to the Maintenance Agreement for the Rocky Hill Ferry Park Public Restroom.

Report:

The agreement is that the State of Connecticut, Department of Transportation will build a public restroom facility at Ferry Park starting in April 2015 with a completion schedule for November 2015. Upon completion, it will be the Town's responsibility to maintain the restroom facilities. There is a 60 day clock on getting the agreement consummated which would be by the middle of September 2014.

**B. Authorization to Apply for 2015 STEAP Grant**

Town Manager Scaife told the Town Council at their last meeting that they had asked him to research this and come up with a single recommendation. He and Ray Carpentino reviewed three projects. One of these is for the potential replacement of the emergency generator at the RHPD and one is for municipal facilities. The other one is to look at having additional funding provided for the Silas Deane Highway Revitalization Project, which is the project they are asking the Town Council for their support on. A joint project between Wethersfield and Rocky Hill had been reviewed in 2005 to look at the revitalization of the corridor for both of these Towns. There had been compelling and strong reasons and those are just as valid today. Approximately \$1.7 million has been spent since the 2005 approval. There is tangible evidence stating this was a good idea and they need to make sure that they continue the focus. The project had been the improvement of the Streetscape and the facades that are along the section of the Silas Deane Highway that is in Rocky Hill's footprint. It is being suggested that they continue with this process and they would like to now see Streetscape improvement on the Silas Deane Highway. With regards to facades, there are nearly one hundred buildings that face that section of the Silas Deane Highway. It had been estimated in 2005 that at least 80% or more of these structures would benefit from improvements or a facelift. Twenty-six properties had been selected from the original money and renderings were completed for those at a cost of approximately \$58,000. The projects are complete for fourteen of those businesses. A huge value has been seen in this and they need to continue with this program. There are at least three and maybe even six of the twenty-six that will come forward over time to have a partnership with the Town to improve the overall look of their facilities. This is a cost sharing arrangement between the Town (75%) and business owner (25%). He thought it was important for the public to know that there are controls that are very tight and rigid, etc. to make sure this money is spent wisely. The business owner will pay 100% upfront once a project is chosen and meets very well documented specifications. The owner will only get cost relief after they present properly documented expenses to the Town. Their progress is inspected and reviewed. It also has to go through a formal signoff.

Mayor Vasel asked Town Manager Scaife if this item could be tabled at this time so that they could go to the Miracle League presentation.

Councilor Szeps made a motion to table this item (Authorization to Apply for 2015 STEAP Grant). The motion was seconded by Deputy Mayor Bell and adopted unanimously by those present.

**New Business**

**A. Discussion & Possible Action – Presentation – Miracle League of Connecticut**

Dave Sevigny, 85 Rosewood Drive, R.H., said he has been a twenty year Board member with the Rocky Hill Little League and he has been President for the past ten years. He thanked the Town Council for putting so much time and volunteerism into this community to better it and said their efforts don't go unnoticed.

Dave Sevigny told everyone about the growth of the Rocky Hill Little League Challenger Program, which was brought on about four years ago with the help of Sebby Sorentino. The participants of this aren't charged. The participation is with the volunteers and the handicapped children but they can't accommodate all of the children, who are in wheelchairs, at times unfortunately. There are some access barriers that don't allow them to get onto the field to participate. West Hartford has a Miracle Field that allows this though. He and some other Rocky Hill League Board members have been discussing how they can make this happen. Dave Sevigny said they have also had discussions with State Representative Guerrera, who has explored grant opportunities, and they have been granted \$800,000 for this field in Rocky Hill. They believe that Elm Ridge Park will be the best facility to house this. Some of the children who are part of the Challenger Program were present this evening and he told them that he appreciated them coming. He also appreciates being a part of their program. They would like to create an environment that is all inclusive and he thinks it would be an injustice not to have these children included. He wants them to be with their peers.

Dave Sevigny also mentioned how the new concession stand at Elm Ridge Park has ADA bathrooms and the stand itself also is ADA compliant. He thinks it would be an injustice for the children in the Challenger Program not to have this at their disposal. Rocky Hill is hoping to become a model program and there is no reason why they can't have the same Miracle Field like West Hartford does. They wouldn't tackle this project if it was to become a time burden or a financial burden. They wouldn't be talking about this tonight if there is a big obstacle to it. It isn't often that they get a gift like this of this magnitude that they can take advantage of. He urged the Town Council to accept this grant.

Allan Greenspan, 57 Ramblewood Drive, R.H., said he also has been on the Rocky Hill Little League Board for approximately ten years. The Rocky Hill Little League Board approved unanimously to move ahead with the field. He was present this evening to talk on behalf of the Parks and Recreation Advisory Board that he is the Chairman of. Up until the last couple of years, Rocky Hill had very few programs for children with special needs. He mentioned the programs there are. These programs are also about the volunteers who get to work with these children. The feedback is outstanding from the kids who get to volunteer and help being a buddy in some of these programs.

Allan Greenspan said they have been in touch with the Miracle League of Connecticut and they are part of the National Miracle League Foundation. They provide a lot of support to fields and programs. They believe that Rocky Hill would be covered completely with the \$800,000 grant to have a field and playground built. The present playground at Elm Ridge Park is in need of repair and from talking to Lisa Zerio (Director of Parks and Recreation & Custodial Staff) and Walt Sykes (Crew Leader for Parks and Recreation), this is pretty much at the end of its useful life. Allan Greenspan said they believe they will be able to replace what is there currently so this will be a future cost savings, as well as a plus to the Town.

Allan Greenspan questioned how this field will be maintained. He referred to the Miracle Field that has been in for a few years (in West Hartford) and a leaf blower is being used between games to blow leaves off of it. That field is power washed once per year. The material on it is basically rubberized. The National Organization has fields like this that are fifteen years old and



no money has had to be put back into them to repair them outside of vandalism being done to them. Rocky Hill can choose to be a part of the Miracle League Organization if they want to and that organization does fundraising very well in order to put money back into the fields as needed. This helps to run programs. This would help Rocky Hill to take this program to the next level. He gave an example of how he believes they had to close out the number of participants in a swim program that they had last year because they didn't have enough money to fund additional lifeguards but the Miracle League Organization has told them that they have money in place for additional lifeguards.

The relationships between the students and the children with special needs develop and carry on into the schools so this is beyond the relationships on the field. Allan Greenspan thinks this is important for what it does to the school system and the Town, as well as the community. He thinks it is important for the Town Council to move forward to accept the grant and have this field built at Elm Ridge Park.

Allan Greenspan said there were four students from Rocky Hill who wanted to share their experience in participating in the Buddies' Program. Shane Dawson, Stephanie Cichowitz, Olivia Sabol and Jessica Greenspan mentioned what their experiences have been like.

Sebby Sorrentino, 200 Silo Drive, R.H., said he has been associated with Rocky Hill Little League for the past four years as the Director of the Challenger Baseball Division. They have seen nothing but growth in the number of games they have had and in the number of players, as well as in the number of volunteers. This field will represent their community. He introduced the Challenger Baseball players to everyone. Nick Cella and Dillon Cerpa were two of these players who spoke in favor of the Miracle Field.

Dave Seigny thanked all of the speakers and he thanked the Town Council for their time, as well as their consideration.

Mayor Vasel asked if anyone else from the public wanted to speak about this and no one did.

Councilor Casasanta said she has a niece who has special needs on the autism spectrum so she certainly understands the challenges that go with having a child who has a disability. She commended the speakers for coming this evening and speaking so personally on this topic and welcoming the children to do the same. She feels this is a great opportunity to build on their community and to help welcome the children who have disabilities and special needs. She has a concern with regards to the location of this field. She asked if they would be at risk of losing the grant money if the location at Elm Ridge Park doesn't come into fruition. She thinks though that the opportunity of developing a Miracle Field needs to be entertained and welcomed into this community. She thanked the Rocky Hill Little League on a personal level for the opportunity to see this develop.

Councilor Szeps asked if they would be acting on this now and he was told yes. He supports this.

Councilor Vargas also supports this. She asked what the age of the students will be and she asked if soccer will be able to be played on this field or if it is just for baseball. Dave Sevigny said there would be the regular outline of a baseball diamond on this but there will also be extensions that will create a rectangular soccer field. Councilor Vargas said that is good because it sounds like they have both of those programs. Dave Sevigny said the major cost of this will be the surface of it and the fencing. This will also be locked except during the times of play. The age of the children will be from six years old to eighteen years old or even older in some instances. Councilor Vargas wants to make sure that they are doing this correctly if they do this and that they can encompass as great a number of children that they can, as well as that they can do both soccer and baseball. Sebby Sorentino said the swimming program and soccer program are for school age children. Councilor Vargas thanked all of the students who were present now and she told them they did an awesome job.

Councilor Drapeau knew that many of the people present were excited and sensitive about this project with the State but he said that they have to access risk, costs and sustainability with any good idea. He had been concerned about all of those things coming into this evening but he said that Keith Sevigny and Sebby Sorentino helped him to feel better about them. Councilor Drapeau said his only caveat is that he has concerns about this being at Elm Ridge Park, which he thinks is a little congested, and he would like to see flexibility in this grant if they go out for it with regards to having this put at another location in Rocky Hill that might be better suitable for this and maybe they could even expand on this.

Councilor MacDonald said this is a great moment for Rocky Hill. A lot of this goes back to about one year ago when the Sea Cubs Program (Swim Program) was started. It was a tremendous success and it was not funded by the Town. Funding is in the budget now for it though so that will be taken care of. It was outstanding when Sidekicks (Soccer Program) children were introduced at the varsity soccer game. Miracle Field will be another improvement that will help Rocky Hill. The Board of Education, in his opinion, has also been tied in. Brian Dillon (Board of Education member) has gotten Superintendent Dr. Zito involved and Councilor MacDonald said he has been tremendous along with Lisa Zerio in putting all of these programs together. Councilor MacDonald said there really is no better place than Elm Ridge Park to have this. There is a concession stand there and there are ADA bathrooms too. A brand new handicap accessible playground will also be able to be funded there and he said this is a “no-brainer” to him. He thinks this is why State Representative Guerrera and State Senator Doyle were able to get this through. Councilor MacDonald said only \$7.3 million was given out for all of the municipalities across the State of Connecticut for these types of grants and Rocky Hill has been able to get \$800,000 of that. He is confident that the full Town Council will support this and he is looking forward to the opening day at the Miracle Field.

Councilor Kochanek thanked and congratulated the students who are participating in this. He has a grandchild who has some special needs and he told Dave Sevigny, Sebby Sorentino and Allan Greenspan that they do a heck of a job in getting the students through day by day and including them in this. Councilor Kochanek said that he supports this wholeheartedly because special needs children sometimes get forgotten but they should have the same opportunities as everyone else has.

Deputy Mayor Bell thanked everyone who is involved in this, especially Dave Seigny, Sebby Sorentino and Allan Greenspan, as well as all of the children who were present now and the parents who bring them to the fields to participate. She thinks this is a homerun for Rocky Hill and she will be supporting this.

Mayor Vassel said he had a few concerns but these have been cleared up (i.e. if the funds are adequate and if they are going to lose one of their present day fields by altering it in some way, etc.). He recommended that the Town Council recommend that Town Staff and Town Manager Scaife work together with the Department of Energy and Environmental Protection Staff so that a contract can be put together between Rocky Hill and the State for the Miracle Field project to be located at Elm Ridge Park.

Deputy Mayor Bell moved to authorize the Town Manager and Town Staff to work with DEEP Staff to put together a contract between the State and The Town of Rocky Hill for the Miracle Field Project to be located at Elm Ridge Park. The motion was seconded by Councilor Szeps and adopted unanimously by those present.

Old Business

B. Authorization to Apply for 2015 STEAP Grant

This item was continued on with now.

Councilor Szeps made a motion to move the following resolution. The motion was seconded by Deputy Mayor Bell and adopted by those present with Councilor Kochanek and MacDonald voting Nay.

“Authorization to Apply for a 2015 STEAP Grant”

BE IT RESOLVED, that Guy Scaife, Town Manager of the Town of Rocky Hill, is hereby authorized to execute on behalf of the Town of Rocky Hill a grant application to the State of Connecticut for a Small Town Economic Assistance Program (STEAP) Grant in the amount of \$500,000 for the Silas Deane Highway Revitalization Project: Phase 2a and façade improvements.

IN ADDITION, that Guy Scaife, Town Manager, is hereby authorized to enter into such agreements, contracts and execute all documents necessary to said agreement with the State of Connecticut Department of Economic and Community Development.

BE IT FURTHER KNOWN, that Guy Scaife was appointed Town Manager. His term of office began on September 15, 2014 and continues at this time in the same capacity. As the Town Manager, Guy Scaife serves as the Chief Executive Officer for the Town and is duly authorized to enter into agreements and contracts on behalf of the Town of Rocky Hill.

Before this motion was voted on, Councilor MacDonald said there had been a discussion before about the generator and he knows there is a host of Capital Improvement things out there that

would be an applicable use for a STEAP Grant. He asked Town Manager Scaife if he had gone through those as well. Councilor MacDonald also thought they were going to get a complete inventory back as to what would be eligible for a STEAP Grant so that they could get Town Manager Scaife's recommendation and then they would have a discussion about the inventory. Councilor MacDonald thinks a twenty-five year old generator at the RHPD is big compared to having new windows put into a pizza place for example. He is trying to balance an immediate need and the need for an item for the RHPD. He thinks that everyone knows a generator that is twenty-five years old isn't going to last that long. He isn't in favor of just having three items looked at. Rocky Hill has dozens of the same types of needs like other Towns in this State that have used STEAP funds over the past three or four years. He asked how this inventory could only be for three items and why they wouldn't consider the generator for the RHPD as a top priority.

Town Manager Scaife said the generator is twenty-one years old. Councilor MacDonald thought they had left the meeting the last time saying they were going to go with the generator and he is "mind boggled" as to why this isn't even on the shortlist. Town Manager Scaife said generators don't stay under heavy load for extended periods of time and he believes the generator has some reasonable life expectation left in it. He told Councilor MacDonald that he is correct about how there are a lot of Capital projects out there. Town Manager Scaife said he certainly won't stand in front of the Town Council trying to prioritize all of the different projects when he personally hasn't had the opportunity to analyze the value and how they came up with the cost, etc. because that wouldn't be a quick two or three week turnaround. He looked at what is "already on the plate". The Silas Deane Highway project is a shovel-ready project that is ready to go. The STEAP Grant application has to be in next month so need and what they think has a high probability of success in being awarded the grant are being weighed. The Silas Deane Highway project was extremely important years ago and it is only approximately 15% complete. It seems to him that they need to stay the course or say that it isn't worth it. A Main Street Improvement Grant of \$422,000 was just received. He mentioned the things that they want to do for the Streetscape component at the intersection of Old Main Street and the Silas Deane Highway (i.e. improving the crosswalks and having decorative traffic light poles, etc.). That will cost \$622,000 to do approximately. It would be a weakness for them to start something without being able to finish it. They could probably also do eight more buildings as part of the Façade Program. They have grant opportunities every year. It is an absolute priority of his to look at all of the Capital programs but it will take time to do that properly.

Councilor MacDonald said McVicar Field is one of the items that they have talked a lot about and they have some money for that. The track and bleachers need to be replaced there. He asked how much money has been put aside for that compared to the cost of it and he asked why that wouldn't be thought of as a high priority for the STEAP Grant. Finance Director Mehr thinks they have approximately \$200,000 and they have set money aside for this over the last two budget years. Councilor MacDonald said the STEAP Grant would completely finish that project off (for the track and bleachers). Money had been cut out for McVicar Field at the last go around at the State but now the State gave Rocky Hill some.

Councilor MacDonald said he won't be supporting this because he doesn't think a proper evaluation had been done and he thinks there are more critical items out there, of which he thinks the generator is a top priority.

Councilor Kochanek also thought they were going to have a list of items up for discussion that they were going to prioritize. He is very surprised that Chief Custer said the generator is capable of doing everything except for the air conditioning. Councilor Kochanek said there had been an issue about additional equipment that would be needed in order to maintain the Microwave Communications System and the air condition end of it from conversations one and a half years ago with the RHPD, as well as people involved with that system. He understands that one of the telecommunication outfits is giving up a space on the side by the tower for this communications room. It was being said one and a half years ago that there wasn't a sufficient amount of air conditioning capability for everything to be handled, plus that building, so the communication system itself may be in danger of being inadequately air conditioned. He is surprised that this is something that can be pushed off to the end. He feels that the Streetscape project is necessary but the generator won't eat up the total amount of the STEAP Grant so a portion could be used for that and then the remainder could be used for the projects that were presented today. They should at least put the RHPD in a position where they don't have to worry about hot weather, etc.

Councilor Casasanta said she had been part of that discussion from the Economic Development Subcommittee and it is ultimately their responsibilities as Councilors that they put a shortlist together of improvements that they would like to see possibly being put into the STEAP Grant. She has ultimate faith in Town Manager Scaife with regards to him doing his due diligence and she also doesn't believe that Chief Custer would have said what he had to Town Manager Scaife if he didn't believe that the generator could be sustained for a year or two. Councilor Casasanta supported Town Manager Scaife's recommendation for this grant. She believes that she had requested one month ago that the Town Council put together a list of their recommendations so that they could have a discussion.

Councilor Drapeau asked Lisa Zerio to come to the podium and he asked her if they could have McVicar Field done now while RHHS is being renovated or if it would be better for them to wait until that project is finished. Lisa Zerio said the intentions are to have McVicar Field done next summer as soon as school gets out. This project will last from four to six weeks. Councilor Drapeau asked if it would be possible to get STEAP money for next summer. Finance Director Mehr said the Town is applying for this now and he thinks the results for STEAP Grants are usually released in May or June. Ray Carpentino said that process is driven by the Governor's Office and there isn't a set schedule as to when the information is released as to which Town will be getting what money. Councilor Drapeau referred to the money that has been set aside for McVicar Field. Town Manager Scaife said the grant application the Town will be doing now will be for \$500,000 and this could all go to one project or it can be split between multiple ones.

Councilor Drapeau then asked if it would be possible to have a portable unit brought in to the RHPD if there was to be a power outage in order to sustain the air conditioning there if it is out for an extended period of time seeing it has been stated that the present generator there can handle everything outside of air conditioning. Town Manager Scaife said that is a possibility. There are some portable air conditioner units at the Public Works Garage in Town so these could

be brought to the RHPD for its most critical areas to try it out and test it. This could be supplemented with fans. This situation definitely needs to be looked at for the long term. He and Chief Custer have talked about if there are some things that can be done to help mitigate things if there is a situation they end up having in extreme hot weather and he said there are things.

At this point, the motion was voted on.

**C. Award of Bids – RHHS Project**

Deputy Mayor Bell said there was a new Resolution, which had come out of the Government Operations Committee meeting and this was on the table. There had been an add alternate for the tile around the pool at RHHS and that affected the bid package for the ceramic tile. This had changed the low bidder.

Lorel Purcell, from O & G Industries, Inc., gave a presentation of the contract summary. She gave them an update on the Project Summary, the Value Engineering (VE) and the bids for the trade packages. All of the bids for construction have been received. A portion of this project has to do with reconstructing Griswold Road that is in the back of RHHS and this is from a funding standpoint. This isn't on the project property so it won't be reimbursable. The \$150,000 for that will be paid out of the Town funds for road improvements. There was also a reduction on some allowances. For a renovation project, there are certain costs that they aren't sure about but they know that they will run into them so they tell the contractors to carry a certain amount of money therefore, there are some allowances in those construction costs. There are CM reimbursables and there are fees (i.e. insurance and preconstruction, etc.). There is also a CM contingency for any items missed during preconstruction. A Guaranteed Maximum Price (GMP) will be given once they have all of the numbers in and settle on the dollars. The GMP is around \$43,874,000 right now. There are also owner's costs and an owner's contingency of \$1,000,000.

Lorel Purcell said there is a certain VE list now and they are \$77,540 under budget. Most of the items on the original VE list, totaling \$441,000, have been accepted and only a few weren't so that amount has been reduced by approximately \$103,000.

Lorel Purcell referred to the Award of Contracts. They had a bunch of add alternates when they had gone out to bid. There are two of these that make the most sense to have done right now. One of these is the replacing of all of the ceramic tile on the pool deck compared to just replacing the edge of the pool and another one has to do with the retaining walls that are outside of the pool filter room. There is about an \$181,000 difference based on the VE that hadn't been accepted and on these two add alternates being accepted.

Lorel Purcell referred to them being \$77,000 under budget and she said it was questioned as to what they would do to offset this because they can't show that they are over budget. There are a couple of FF& E and technology line items which are going to be bought and paid for as they are nearing the completion of a phase. They won't need the first elements of FF&E until next summer. These two line items will be reduced by up to \$100,000 each and the Board of Education will finance whatever they need to if the money shouldn't become available.

Lorel Purcell said they were present this evening to present six contracts for the approval of Award of Bids.

Deputy Mayor Bell said several items had come to light last week that will require Change Orders, one of which is very substantial for \$120,000. There is a 440 volt electrical line that appears to be very shallow that goes to the lights at McVicar Field. Councilor MacDonald asked if that had never been inspected. Lorel Purcell said everyone is trying to find out where the documentation is for that. Deputy Mayor Bell said Town Manager Scaife is researching this thoroughly. Councilor MacDonald asked how the Change Orders are impacted into the numbers that have been shared with them tonight. Lorel Purcell said this is in the contingency. Councilor MacDonald asked what the contingency is. Lorel Purcell said there is \$1,000,000 on the owner's side and there is \$1,269,690 for the CM contingency. Councilor MacDonald said his caution to everybody is that they have all of these Change Orders coming through but they haven't even put a shovel in the ground. He then referred to the \$150,000 that the Town Council will have to allocate now and he asked if that will be through LoCIP to pay for the road improvement. Finance Director Mehr said that will come out of the road referendum money. Councilor MacDonald then referred to the allowance reduction of \$183,000. He asked what the total allowance is and what percentage the \$183,000 is. Lorel Purcell said this is approximately \$800,000 in allowances so there will be approximately \$639,000 after the reduction. Councilor MacDonald told Lorel Purcell how O & G Industries, Inc. is involved with Wethersfield High School's project and he asked her how comfortable she is today with the VE changes, etc., that have been made for RHHS because they are not starting off well to him. Lorel Purcell said they have hard numbers now because they were estimating months ago as to where the bids would come in. They still have \$2.2 million in contingencies so there is a 4.5% contingency on this project overall which is normal for this type of project. Mayor Vasel thought that Councilor MacDonald was asking how many unforeseen things have occurred at Wethersfield High School seeing that Wethersfield is farther along than Rocky Hill is. Lorel Purcell said this happens all of the time and she isn't sure where Wethersfield is with regards to their contingency they have spent so far. Mayor Vasel asked Lorel Purcell how comfortable she is with what Rocky Hill has in the contingency and in knowing what she does about these school projects. Lorel Purcell said she is comfortable because they have almost a 5% contingency overall on the RHHS project. Councilor MacDonald asked if the money will come out of the CM contingency if they go over. Lorel Purcell said what she is talking about includes that. Councilor MacDonald said it would be helpful to him if all of these numbers for this project were put on one page and for them to be shown how they got to \$50,000,000 now with the changes. He asked Lorel Purcell if she could summarize this in one page. Lorel Purcell said she has the whole financial picture now and her next step is to create the GMP, which she is aiming to have done by the end of this month, so she will have a summary like that. Councilor MacDonald said again that he is really concerned because of the big Change Orders coming through and they haven't even started yet. He told Lorel Purcell that he has faith in them but there are a lot of things going on that were never envisioned. Deputy Mayor Bell told Councilor MacDonald that she thinks there are many people on the Committees that share his concern.

Deputy Mayor Bell made a motion to approve the following Resolution – Award of Bids – RHHS Projects. The motion was seconded by Councilor Drapeau and adopted unanimously by those present.

BE IT RESOLVED that the Town of Rocky Hill Town Council approves the award of bids and authorizes O&G Industries, Inc. to enter into contracts for the following trade packages for the Rocky Hill High School Renovate as New Project:

Bid Package No. 1.10 – Acoustical:  
Central Connecticut Acoustics, Inc. – base bid of \$370,020

Bid Package No. 1.11 – Flooring:  
M. Frank Higgins and Co. – base bid of \$720,000

Bid Package No. 1.12 – Ceramic Tile:  
M. Frank Higgins and Co. – base bid of \$260,000  
and Add Alternate 3 for \$60,000

Bid Package No. 1.13 – Painting:  
MacKenzie Service Corp. – base bid of \$509,889

Bid Package No. 1.14 – Food Service Equipment:  
Kittredge Equipment – base bid of \$582,153

Bid Package No. 1.19 – Communications and Security:  
D/E/F Services Group – base bid of \$927,000

***Report and Recommendation***

Scope reviews were performed with each of the trades listed above from August 15, 2014 through October 3, 2014.

O&G Industries is Construction Manager at Risk and will be holding the trade package contracts.

New Business

- B. Authorization – Town Manager to Execute Personal Services Agreement  
(STEAP Grant: McVicar Field Turf Replacement)

Deputy Mayor Bell moved the following resolution. The motion was seconded by Councilor Drapeau and adopted unanimously by those present.

“Resolution Authorizing Town Manager to Execute Personal Services Agreement  
STEAP Grant: McVicar Field Turf Replacement”

RESOLVED, that Guy Scaife, Town Manager, of the Town of Rocky Hill, be and hereby is, authorized to execute, on behalf of this municipal corporation, a PERSONAL SERVICES AGREEMENT with the State of Connecticut for financial assistance to replace the artificial turf at McVicar Field, STEAP 2014-12

IN ADDITION, that Guy Scaife, Town Manager, is hereby authorized to enter into such agreements, contracts and execute all documents necessary to said grant with the State of Connecticut.



IT IS FURTHER CERTIFIED that Guy Scaife was APPOINTED Town Manager. His term of office began on 9/15/14 and will continue indefinitely. As the Town Manager, Guy Scaife serves as the Chief Executive Officer for Rocky Hill and on \_\_\_\_\_ 2014, had both the authority and the office to sign on behalf of the Town of Rocky Hill, a PERSONAL SERVICES AGREEMENT for financial assistance to replace the artificial turf at McVicar Field.

- C. Discussion & Possible Action – Rescind Motion from March 17, 2014 Meeting re: “Moratorium on all Hiring, Promotions and Non-budgeted, Non-essential Expenses Including Overtime Effective Immediately – Per Request of the Town Manager

Mayor Vasel said after the discussion with Town Manager Scaife that he would recommend this motion to be rescinded.

Deputy Mayor Bell moved to rescind a motion made at the March 17, 2014 Town Council Meeting re: “Moratorium on all Hiring, Promotions, and Non-budgeted, Non-essential Expenses Including Overtime Effective Immediately”. The motion was seconded by Councilor Drapeau and adopted unanimously by those present.

- D. Update of New Town Manager for Applying to Homeland Security Grants

Deputy Mayor Bell made a motion to Update information re New Town Manager for Applying to Homeland Security Grants. The motion was seconded by Councilor Szeps and adopted unanimously by those present.

#### Mayor’s Report

Mayor Vasel thanked State Representative Guerrera and State Senator Doyle again for all of their help with regards to the restrooms at Ferry Park and also with the Miracle Field.

Human Services is in need of canned food donations for their Food Pantry.

Mayor Vasel said Town Manager Scaife has been here for three weeks and he is doing a great job. Town Manager Scaife is available to just talk with the public or for any concerns they might have. His phone number is (860) 258-2743.

Mayor Vasel told everyone that they are welcome to the Fall Fest, which will be held in two weeks.

#### Town Manager’s Report

Town Manager Scaife said he welcomes interaction with the public. He has had a good reception from the Staff and from the public over the last three weeks. Some issues have been brought to his attention from individuals and from groups. He is welcoming this because it is allowing him to get into the operations of the business. He has been asking a lot of questions so that he can understand what the issues are to hopefully resolve them and he is also doing a

process review. It is critical for the Town to be a high performing organization and that they have consistent processes that they adhere to. He thanked everyone for their support.

The bridge replacement on Old Main Street is progressing and it is on target. Town Manager Scaife thinks the original plan is to have this reopened prior to Thanksgiving.

There are some important paving projects going on at the Corporate Ridge Office Park and there is still some work to be done there.

Some important drainage projects have also been done off of New Britain Avenue and numerous projects have been worked on relative to drainage throughout the Town. Town Manager Scaife said he was able to meet some of the Highway Department employees and he has been able to look at their quality work. A first class job is being done there.

There will be a soccer tournament this coming weekend where there will be one hundred and twenty plus teams in Rocky Hill. There will be extra Police detail there.

Town Manager Scaife said the Human Services Department, Parks and Recreation Department and the Library all provide some form of social services to the public. There is a potential for overlapping. Those Department Heads will be working on a project to understand better what services are being provided and in which area this would be most logical. This will involve the schools later. There is also going to be a facilities' review along with this because the Staff, as well as the public, has been expressing concern about how some functions provide inadequate space (i.e. for privacy in the Human Services' Department, etc.). The Town Hall, the Human Services' building and the Kennedy House will be looked at. The services being offered will be looked at, as well as if they have the best facilities' arrangement in order to provide those to the public.

Town Manager Scaife is going to ask the Staff at the Staff meeting this week to identify at least five municipalities, maybe even ten, that have a population range of 15,000 to 30,000 people and that could be benchmark targets for Rocky Hill. He is learning that there is a lot of uniqueness in Rocky Hill but it isn't apparent as to the things being the best in class that they are doing and how they are doing them. He thinks they can learn from their neighbors and have some comparative data, especially with regards to organizational structure processes, and services they provide to the public.

A vehicle inventory audit has begun and pool cars, as well as assigned vehicles, are being looked at for them to get an understanding if they have the proper allocation.

Town Manager Scaife said he began operational reviews with the Department Heads his first week here and these will continue. He has been through all of the Town facilities and he is very impressed with these. He also has seen some things that he needs to better understand. He will get out into the field every week. He will continue to meet with employees so that he can better relay to the Town Council, the picture that he is seeing. He also had the opportunity to visit the Emergency Operations Center in Hartford with Chief Custer, who is the Emergency Management Director for Rocky Hill. Town Manager Scaife said that will be a critical center in

the event of a major emergency. He is on that phone list and e-mail list now. He has a feel for that operation.

Town Manager Scaife is actively recruiting an IT Director and he will hopefully have something positive to report by their next Town Council meeting.

Town Manager Scaife said Human Resources is a major area of concern with regards to policies and procedures, or lack thereof. This is as severe as the shortcomings there are with IT but it just isn't as apparent. Human Services will also be a major area of focus. This will certainly be important to the departments, as well as the way they serve the public and how the public perceives them in doing their job.

Town Manager Scaife said he and Jessica Dumas (Executive Assistant to Town Manager) are hoping to revamp the Town Council packets to make them more user-friendly going forward (i.e. double sided paper instead of single sided and attachments being coded, etc.). He asked the Councilors to please give feedback if they like what they will be seeing or if they have other changes.

Town Manager Scaife will be meeting with MDC's leadership next week in order to better understand that operation because that has a significant impact on their tax bill and the MDC has critical services to the community.

Town Manager Scaife will be doing a financial update at the Town Council's next meeting to let them know where they are on the budget.

#### Executive Session

##### A. Discussion of Personnel and Organizational Related Matters in Executive Session Pursuant to C.G.S. Sec. 1-200(6)(A) with the Town Manager

Deputy Mayor Bell made a motion to go into Executive Session at 8:59 p.m. re Discussion of Personnel and Organizational Related Matters in Executive Session Pursuant to C.G.S. Sec. 1-200 (6)(A) with the Town Manager. The motion was seconded by Councilor Szeps and adopted unanimously by those present.

Councilor Casasanta moved to come out of Executive Session at 9:42 p.m. The motion was seconded by Councilor Vargas and adopted unanimously by those present.

#### Adjournment

Councilor Vargas moved to adjourn the meeting. The motion was seconded by Councilor Szeps and adopted unanimously by those present.

As there was no further discussion, the meeting was adjourned at 9:44 p.m.

Respectfully submitted,

Jo-Anne Booth